

**RICHARD LLEWELLYN DEAF AND DISABILITY ARTS (RLDDA)
ARTISTIC & FINANCIAL EVALUATION REPORT FOR ORGANISATIONS**

All organisations receiving funding from Arts South Australia are required to demonstrate the funds received have been used appropriately by providing an acquittal report.

An acquittal is a report about your project once it has ended. It should say something about the lessons you have learnt and the outcomes of your project. This must be provided within three months from the end of the project.

You are encouraged to use the following template when reporting on your project.

NAME OF ORGANISATION:

APPLICATION NUMBER:

FUNDING PROVIDED BY ARTS SOUTH AUSTRALIA'S RLDDA GRANT PROGRAM

\$ _____

1. Evaluation

Brief points summarising the project/program outlined in your application, including highlights and challenges.

2. Details of participating artists

Include, name, art form and details of their role in the project.

3. Details of other participants and audience

Number of participants.

Audience/attendance numbers.

Description of audience/participant demographic – ie. young people, children and families, non-English speaking background, people with a disability, Aboriginal and Torres Strait Islander, etc (if applicable).

4. Financial report

The report must include an income and expenditure summary describing how the funds were used.

This summary must be supported by copies of receipts for all expenses over \$50 (do not send originals).

If funding has been provided for living expenses, please include a summary only, as evidence of incidental expenditure is not required.

Where equipment is purchased, details of model, serial numbers etc. must be included, as well as details of its current location and how it is being used.

"I certify that the Grant was used only for the purpose for which the Grant was provided and that the financial records presented as part of this report are true and correct".

Signed: Grant Recipient

(auspicing body acting on behalf of)

Signed: by an authorised officer on behalf of the
Grant Recipient (organisations)

Please note: Organisations in receipt of core funding from Arts South Australia may provide an interim report and forward the annual audited financial statements at a later date. The grant must be identified as a separate item in the statements.

5. Related material

If any of the following have been produced as part of your project (or in response to your project), please send copies to Arts South Australia with your acquittal:

- *Published material such as an anthology of poems*
- *URLs, DVDs, CDs or photos*
- *Any published reviews; articles or other media coverage of your funded project*
- *Promotional material displaying the Arts South Australia logo, such as invitations, catalogues or programs.*

6. Certification

Signature:.....

Name:.....

Job title:.....

Date:

Other Information

Any support material with your application can be collected from Arts South Australia at Wakefield House, 30 Wakefield Street, ADELAIDE. Please contact Arts South Australia on (08) 8463 5444 before collection.

Information, music, still and moving images provided as part of your Acquittal Report may be used for promotional purposes.

Failure to provide an Evaluation Report within three months of the completion of your project will preclude you from applying for further funding from Arts South Australia.